


Eastern District of Virginia Electronic Case Filing Policies and Procedures Manual

Chapter Five: Accessing the System

Section	Page
How to Access the System	54
Selecting ECF or PACER	55
Logging in to ECF	56
Main ECF Menu Items	57
Civil Menu Items	59
Criminal Menu Items	60

Note: To go directly to a particular page, click on the bookmark icon  on the left of this page

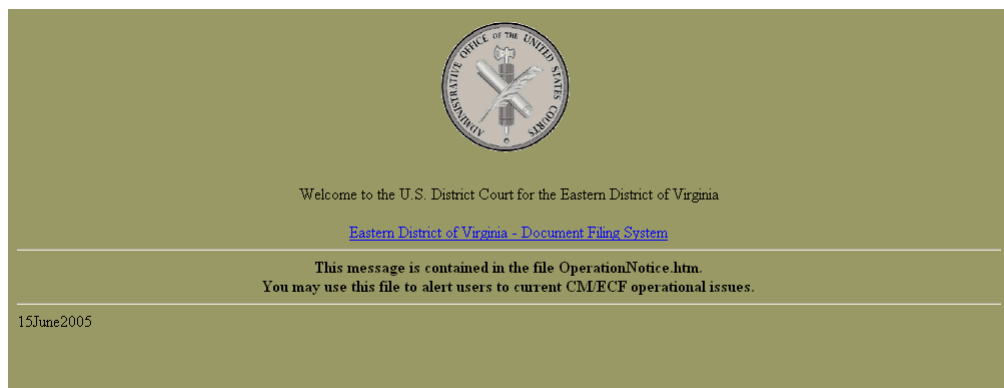
Accessing the System

How to Access the System

Filing users can access the Court's ECF system via the Internet by going to: www.vaed.uscourts.gov and clicking on the Login to ECF link in the *Logins* section on the CM/ECF page.

Once you have the main page of ECF on your screen, click on *Eastern District of Virginia – Document Filing System*.

Screen shot of the main page for ECF:



Accessing the System

Selecting ECF or PACER

The next screen is the login screen. From this screen, you can log into ECF or PACER, as follows:

- If you wish to file documents, enter your ECF login and password.
 - If you wish to perform any other functions, including viewing documents previously filed (with the exception of viewing restricted documents such as Presentence Investigation Reports, civil social security cases and civil immigration cases), enter your PACER login, password, and client code.
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Accessing the System

Logging In to ECF

To log into ECF, take the following steps:

- Type your ECF login and password.
- Verify that you have typed your ECF login and password correctly.
Note: All ECF logins and passwords are case sensitive.
- Click on the *Login* button to transmit your user information to ECF.

OR, if you have typed your login and password incorrectly:

- Click on the *Clear* button to erase an incorrectly typed login and password.
- Type the correct login and password.
- Click on the *Login* button to transmit your user information to ECF.

OR, if ECF does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect.

- Click on the *Back* button and re-enter your correct login and password.
 - Click on the *Login* button to transmit your user information to ECF.
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Screen Shot of ECF/PACER Login Screen

Below is a screen shot of the ECF/PACER login screen:

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client

code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Accessing the System

Main ECF Menu Items

ECF provides the following choices on the **blue** menu bar at the top of the main ECF Menu screen:

- ***Civil*** – Select *Civil* to electronically file all civil and civil miscellaneous case documents.
- ***Criminal*** – Select *Criminal* to electronically file all criminal case documents.
- ***Query*** – Select *Query* to retrieve information and documents relevant to the case. You can query either by specific case number or party name. You must login to PACER before you can query ECF.
- ***Reports*** – Select *Reports* to retrieve docket sheets and filed case reports. You must login to PACER before you can view an ECF report, with the exception of the *Written Opinions Report*.
- ***Utilities*** – Select *Utilities* to maintain your account; view your personal ECF transaction log, which shows all transactions processed with your login and password; and maintain personal account information.
- ***Search*** – Select *Search* to find a civil or criminal filing event.
- ***Logout*** – Select *Logout* to exit from ECF and prevent further filing with your password until the next time you login.

Note: It is very important that you actually logout from ECF, rather than simply Xing out or closing the ECF window.

Continued on next page

Accessing the System, Continued

Main Menu Bar and Opening ECF Page

Below is a screen shot of the main menu bar and opening ECF page:



Accessing the System

Civil Menu Items

Use the civil menu items to electronically file documents for civil cases.

Below is a screen shot of the Civil Menu items:



Accessing the System

Criminal Menu Items Use the criminal menu items to electronically file documents for criminal cases.

Below is a screen shot of the Criminal Menu items:

